

ASSISTANT INSTRUCTOR

Opening Date: August 2005

Closing Date: Subject to closing when the needs of City are met.

Hourly Wage: \$ 8.69 to \$11.00 per hour; depending on experience

Hours: 2.5 to 4 hours per week. Monday and Wednesday afternoons 3:15 pm to 4:30 pm; Tuesday afternoons 4 pm to 5 pm; Friday afternoons 1:30 pm to 2:45 pm & Saturday mornings.

Minimum Qualifications: Requires experience working with children; successful completion of background investigation, and verification of identity and work authorization.

Additional Requirements:

- First Aid Certification helpful
- CPR certification helpful

Representative Essential Functions:

- Assist lead instructor in teaching a class in designated subject area
- Assist lead instructor in implementing age-appropriate activities and ensuring they are safely conducted
- Supervising participants
- Assist lead instructor in maintaining facility; reporting problems; cleaning up; ensuring safety
- Completing payroll timesheets; tracking student attendance; distributing, witnessing; and collecting waivers of liability from students
- Setting up teaching area with lead instructor: lifting and carrying tables, chairs, and other equipment
- Attending session staff meetings
- Ordering and accounting for supplies

Availability Requirements:

- Must be available to work September 24 through December 16.
- Must be available for a staff meeting on September 8, 2005; 6 to 7 pm

Applications available at City of Tempe Parks & Recreation Administration Office, 3500 S. Rural Road,

An equal opportunity/reasonable accommodation employer.